

# CHAPTER 1

## ADMINISTRATION, PLANT ACCOUNT, AND PUBLICATIONS

This training manual (TRAMAN) has been prepared for members of both the Regular Navy and the Naval Reserve in the Aviation Storekeeper (AK) rating who are preparing for advancement to AK second class. It is designed to help the AK meet the occupational standards listed for AK2 in the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068.

The nonresident training course (NRTC) that you received with this TRAMAN is part of the training package listed as mandatory for completion in the *Advancement Handbook for Petty Officers*, NAVEDTRA 71475, for advancement to your rating. Study the TRAMAN and complete the NRTC and you will have fulfilled one of the requirements for advancement. All the other requirements for advancement are listed in the *Advancement Handbook for Petty Officers*, so study it well and make the system work for you. Read it now and use it for reference later.

This chapter contains information about naval correspondence; marking, stowing, and destroying classified material; procedures and requirements for plant account and property records; and publications contained in technical libraries.

### ADMINISTRATION

One of your most important tasks as an AK is the preparation of correspondence. You will be expected to produce properly formatted letters with no errors quickly and efficiently.

Within the Navy, you use a standard letter format when corresponding with certain government agencies, especially those within the Department of Defense (DOD). When corresponding to

other persons and to civilian organizations, you prepare letters according to a business format.

### STANDARD LETTERS

Instructions for typing standard letters are contained in the *Navy Correspondence Manual*, SECNAVINST 5216.5. It is important to follow these instructions exactly. Uniformity is essential to an accurate and expeditious flow.

#### Stationery

The first page of a standard letter contains the letterhead (name and address) of the activity printed on bond paper (fig. 1-1). The second and succeeding pages of a letter are typed on plain white bond paper of the same size and quality as the letterhead paper.

#### Copies

Copies of naval correspondence are made on copying machines, if they are available. If not, copies for each Via addressee and Copy to addressee are made on white carbon flimsy. The command file copy is made on yellow carbon flimsy. Other colors of flimsy paper may be used for internal routing, such as a daily read board.

### MULTIPLE-ADDRESS LETTERS

A multiple-address letter is addressed to two or more activities individually identified in the To block or as a group in the Distribution block. It is typed in the usual manner of a standard letter except that the titles are listed in the To block in seniority order.

Each addressee must receive a letterhead copy with a signature. It can be an original copy or a photocopy. See figure 1-2 for an example of a multiple-address letter.



**DEPARTMENT OF THE NAVY**

UNITED STATES ATLANTIC FLEET  
HEADQUARTERS OF THE COMMANDER IN CHIEF  
NORFOLK, VIRGINIA 23511-6001

1550  
Ser N149/006234  
28 Jun 1992

From: Commander in Chief, U.S. Atlantic Fleet  
To: Commanding Officer, Naval Education and Training Program  
Management Support Activity

Subj: REQUEST FOR ATTENDANCE AT CONFERENCE

Ref: (a) NETPMSA ltr 1550 Code 0313 of 19 Jun 92

1. In response to reference (a), AKCM Myra P. Atkinson will attend the Aviation Storekeeper 2 conference to be held 14-18 August 1992.
2. CONCLANTFLT point of contact is AKCM Frederick L. Rogers, N149A, autovon 555-2000 or commercial (904) 555-1000.

*D. M. Pavillo*  
D. M. Pavillo  
Director for Manpower  
and Personnel

Figure 1-1. Standard naval letter.



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROGRAM  
MANAGEMENT SUPPORT ACTIVITY  
PENSACOLA, FLORIDA 32509-5000

IN REPLY REFER TO

7000  
Ser 40/321  
17 Apr 92

From: Commanding Officer, Naval Education Management Support  
Activity, Pensacola  
To: Officer in Charge, Personnel Support Activity Detachment,  
Naval Training Center, Orlando  
Officer in Charge, Personnel Support Activity Detachment,  
Recruit Training Command, Orlando

Subj: FY 1993 OPTAR FUNDS TRANSFER

Ref: (a) OIC NTC ltr 7000 PSD 12, of 4 Apr 92  
(b) PHONCON PERSUPPDET RTC Orlando PNC NETPMSA Pensacola  
(Code 41) Mr. Frederick J. Smith

1. As requested by reference (a), and concurred with by  
reference (b), authority is granted to realign funds from  
PERSUPPDET RTC Orlando to PERSUPPDET NTC Orlando to cover  
PERSUPPDET NTC costs incurred by increasing supply levels  
to a 6-month level for both detachments.

2. Forward one copy of all requisitions and receipt documents  
to NETPMSA Pensacola, Code 42.

*R.L. Bronson*  
By direction

Figure 1-2.—Multiple-address letter.

## JOINT LETTERS

The joint letter (fig. 1-3) is a variation of the standard letter, where two or more commands wish to issue information that establishes an agreement or discusses a matter of mutual concern.

When you type a joint letter, refer to SEC-NAVINST 5216.5.

## BUSINESS LETTERS

The business letter is used to correspond with agencies or individuals outside the Department of

DEPARTMENT OF THE NAVY Personnel Support Activity (68609) Personnel Support Activity Detachment (43081) Pensacola, Florida 32509-5000			
PSD 2300 Code 00	NAVPTO 2300	PSA 2300 Ser CO/1042 7 Dec 92	
JOINT LETTER			
From: Commanding Officer, Personnel Support Activity, Naval Air Station, Pensacola Officer in Charge, Personnel Support Activity Detachment, Naval Air Station, Pensacola Navy Passenger Transportation Officer, Naval Air Station, Pensacola			
To: Commanding Officer, Naval Air Station, Pensacola (Attn: Communications Officer)			
Subj: MESSAGE PICKUP/DELIVERY AUTHORIZATION			
Ref: (a) Our ltr 2300 of 24 Sep 90			
1. Cancel reference (a).			
2. The following personnel are authorized to pick up and deliver message traffic for Personnel Support Activity Pensacola, Personnel Support Activity Detachment Pensacola and Navy Passenger Transportation Officer Pensacola:			
NAME	RATE	SSN	ACCESS
MARTINEZ, JAIME C.	DK1	000-00-0000	UNCLASSIFIED
OLDER, FREDERICK M.	LCDR	000-00-0000	SECRET
YOUNG, THOMAS S.	LT	000-00-0000	CONFIDENTIAL
<i>P. W. Hamilton</i> P. W. HAMILTON Officer in Charge	<i>L. C. Martinez</i> L. C. MARTINEZ Transportation Officer	<i>J. P. Sloan</i> J. P. SLOAN Commanding Officer	

Figure 1-3.—Joint letter.

the Navy who are unfamiliar with the standard letter. It also may be used for official correspondence between individuals within the Department of the Navy when the occasion calls for a personal approach. See figure 1-4 for an example of a business letter.

## MESSAGES

Messages are the quickest form of written communications in the Navy. Our telecommunications system is designed to get time-sensitive or critical information to


	<b>DEPARTMENT OF THE NAVY</b> NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY PENSACOLA, FLORIDA 32509-5000	<small>IN REPLY REFER TO</small>
		12000 Code 01 August 1, 1992
<p>Escambia High School Summer Youth Employment Training Program Attn: Mr. Frank A. Gentry 1310 North 65th Avenue Pensacola, FL 32506</p>		
<p>Dear Mr. Gentry:</p>		
<p>We had the distinct pleasure of working with fourteen young people through the Summer Youth Employment Training Program this summer. We greatly appreciate the assistance these people provided during what is a very busy season for us. I credit the success of this program to not only the young people themselves but also to the time, efforts, and training provided by our program specialist, Ms. Gloria Schill.</p>		
<p>Ms. Schill has done a wonderful job coordinating the program here. Her training of the participants was reflected in their professionalism, job performance, attendance, and most importantly their attitudes. Her communication was superb as she kept the command, the supervisors, and the summer hires informed each step of the way. Through it all, Ms. Schill's genuine concern for the students and their futures was evident in word and deed.</p>		
<p>The Summer Youth Employment Program has truly been a rewarding experience this year for all concerned. I am proud to have been a part of the training of these future employees (and employers, no doubt). Ms. Schill deserves a hearty "well done" for her superior work in coordinating this exceptional program.</p>		
<p>Sincerely,</p>		
<p><i>P. W. Davidson</i> P. W. DAVIDSON Lieutenant, U.S. Navy Officer in Charge</p>		

Figure 1-4. Business letter.

addressees rapidly for effective use of information.

Messages are prepared on the Joint Message Form, DD Form 173/2 (fig. 1-5), to be sent by electrical telecommunications. Since the DD Form 173/2 is read by optical scanner, it must be prepared in a double-spaced format using an OCR typeface. Complete procedures are contained in the *Telecommunications Users Manual*, Naval Telecommunications Publication 3.

## NAVY MAILED MESSAGE PROGRAM

Navy Mailed Message Program (NAVGRAMS) are prepared on the Joint Message Form, DD Form 173/2, but are processed through normal administrative channels after a determination has been made that the subject matter or urgency of action required does not qualify for electronic transmission. This determination is normally made by the releaser. NAVGRAMS may only be classified Secret and below.

JOINT MESSAGEFORM										SECURITY CLASSIFICATION	
PAGE	DTG/RELEASER TMM			PRECEDENCE		CLASS	SPECAT	LMF	CK	ORIG MSG IDENT	
	DATE TIME	MONTH	YR	ACT	INFO						
OF											
DDM	MESSAGE HANDLING INSTRUCTIONS										
<p>FROM:</p> <p>TO:</p>											
<p>DISTR:</p>											
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS					
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE											
RELEASER	SIGNATURE					SECURITY CLASSIFICATION			DATE TIME GROUP		

DD FORM 173/2 (OCR)

PREVIOUS EDITION IS OBSOLETE

U.S. GOVERNMENT PRINTING OFFICE: 1984-436-737

Figure 1-5.—Joint Message Form, DD Form 173/2.

## **CLASSIFIED MATERIAL CONTROL**

To protect the interests of the United States, certain information cannot be available to other countries. This information is given a classification that determines how much protection it needs.

## **RESPONSIBILITIES**

The Chief of Naval Operations (CNO) is responsible to the Secretary of the Navy (SECNAV) for all policies related to the maintenance of the security of all classified information within the Naval Establishment. The *Information and Personnel Security Program Regulation, OP-NAVINST 5510.1*, known as the *Security Manual*, is the source of the Navy's security program.

From SECNAV, to the CNO, to your commanding officer, to your command security manager, and to you, responsibilities and procedures are laid down and specified to protect classified information.

Do not let information fall into the wrong hands through careless talk or improper handling and safeguarding of written information.

## **CATEGORIES OF CLASSIFIED INFORMATION**

Information is classified in three categories, each category requiring its own level of protection. These categories are Top Secret, Secret, and Confidential.

### **Top Secret**

Top Secret is the designation applied only to information or material the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security. Examples of exceptionally grave damage include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communication intelligence systems; and the disclosure of scientific or technological developments vital to national security.

### **Secret**

Secret is the designation applied only to information or material the unauthorized

disclosure of which could reasonably be expected to cause serious damage to national security. Examples of serious damage include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly related to national security; revelation of significant military plans or intelligence operations; and the compromise of significant scientific or technological developments relating to national security.

### **Confidential**

Confidential is the designation applied to information or material the unauthorized disclosure of which could reasonably be expected to cause identifiable damage to national security. Examples of identifiable damage include the compromise of information that indicates strength of ground, air, and naval forces in the United States and overseas areas; disclosure of technical information used for training, maintenance, and inspection of classified munitions of war; revelation of performance characteristics, test data, design, and production data of munitions of war.

## **SECURITY CLEARANCES**

A security clearance is a determination made that an individual is eligible for access to classified information up to a specific level. However, it is not an authorization for access to that information. It is important to separate the two terms *clearance* and *access*. Clearance is determined after one of several types of personal investigations is completed. Access is granted when an individual has a need to know information up to a specific level.

Clearances are either final or interim. Final clearances are granted when all investigation requirements have been met and are favorable. Interim clearances are granted, not to exceed 6 months, when it is established that any delay would be harmful to the national interest and a personal investigation request has been submitted.

## **MARKING CLASSIFIED MATERIAL**

When it is determined that information or material should be assigned a classification, such information must be conspicuously marked as described in the following paragraphs.

All original copies of letters, office memorandums, messages, and other documents that are typed, printed, or written in longhand must be

conspicuously marked with the appropriate classification at the top and bottom of each page. The markings must be placed in a position where they will not become covered in assembly, removal, or trimming. When the reverse sides of pages are used, they must be similarly marked with the classification.

All reproductions or copies of classified material, regardless of form, must bear clear, legible classification markings in the same manner as the originals. Not all copy equipment reproduces colors of ink or marginal images; therefore, personnel engaged in marking copies must make sure the reproduced copies are marked or stamped with the classification on all copies in the same position and size required for the originals.

The manner of marking classified equipment, products, or substance depends on the nature of the material. Normally, the assigned classification should be marked by stamping, etching, or attaching a classification plate. When it is not possible, the container must be appropriately marked. When the article or container cannot be marked, written notification of the assigned classification must be furnished to the consignee of the material.

The lettering of the classification stamp or mark must be all capitals and in red color, and, when practical, must be larger in size than the type size of the text.

## **CUSTODIAL PRECAUTIONS**

Classified material is not removed from the physical confines of a command without the knowledge and approval of the commanding officer or an authorized representative. When classified material is removed, a complete list is prepared, signed by the individual removing the material, and appropriately filed until the material is returned.

## **CARE DURING WORKING HOURS**

Each person in the Navy must take every precaution to prevent deliberate or casual access to classified information by unauthorized persons. The precautions that must be followed are described in the following paragraphs.

When classified documents are removed from stowage for working purposes, they must be kept under constant surveillance or face down or covered when not in use.

Drafts, carbon sheets, carbon paper, typewriter ribbons, plates, stencils, stenographic notes, worksheets, and similar items containing classified information are either destroyed by the person responsible for the preparation after they have served their purpose or are given the same classification and safeguarding in the same manner as the classified material produced from them. After the upper and lower sections of a fabric typewriter ribbon have been cycled through the typewriter at least five times, the ribbon may be treated as unclassified.

Classified material, upon receipt, is opened by the addressee or the persons specifically authorized by the addressee in writing to open material of the grade involved. If for any reason a space must be vacated during working hours, any classified material therein must be bestowed according to stowage instructions for the classification involved.

## **CARE AFTER WORKING HOURS**

A system of security checks at the close of each working day must be instituted to make sure classified material held by a command is properly protected. Custodians of classified material are required to make an inspection that guarantees the following precautions have been fulfilled:

1. All classified material is stowed in the prescribed manner.
2. Burn bags are properly stowed or destroyed.
3. Classified shorthand notes, carbon paper, typewriter ribbons, rough drafts, and similar papers are properly stowed or destroyed. As a matter of routine during the day, such items must be placed in burn bags immediately after they have served their purpose.
4. Identification of the individual responsible for the contents of each container of classified material must be readily available. The individual so identified is contacted in the event a container of classified material is found open and unattended.

## **CARE OF WORKING SPACES**

The necessary safeguards must be afforded to buildings and areas in which classified information is kept. Precautions must also be taken to minimize any danger or inadvertent disclosure of classified material in conversation. You must not discuss classified information in public places.



## STOWAGE PROCEDURES

Classified material must be stored in the manner prescribed in chapter 5 of the *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1. This publication outlines the physical security standards and requirements that serve as a uniform guide for determining the type and degree of protection for classified material. These standards and requirements are designed to provide for flexibility as well as adequacy in the physical security program.

Keys for padlocks used to protect classified material must be given the same protection as the material they protect. It is essential that combinations be known or keys be accessible only to those persons whose official duties demand access to the container involved. The combination or key to the security container must be changed at the time received, at the time any person having knowledge of it transfers from the organizational unit, at anytime there is a reason to believe it has been compromised, or in any case not less than every 12 months. Any document showing the combination to a lock must be of the same classification as the material in the container secured by that lock. Records of combinations must be sealed in an envelope and kept by the security manager, duty officer, or other personnel designated by the commanding officer.

When combination numbers are selected, multiples of 5 (ascending or descending) or personal data such as birth dates and social security numbers should not be used.

## RECORDS DISPOSAL

An AK should be able to determine what records should be held in the files for a period of time or what records should be destroyed or transferred for preservation.

Record disposal techniques must keep pace with increased production and dissemination techniques. Temporary records must be identified, scheduled, and regularly destroyed, and permanent records must be identified and marked for preservation. The United States Criminal Code (appendix B) provides for fines and penalties including imprisonment for unlawful and willful destruction or removal of government records. OPNAVINST 5510.1 provides for the destruction of classified matter. This and other regulations for safeguarding security information must be followed at all times in applying the provisions outlined in the *Navy and Marine Corps Records Disposition Manual*, SECNAVINST 5212.5.

## TRANSFERRING CLASSIFIED MATERIAL

Matter classified as Top Secret must be transmitted as prescribed by OPNAVINST 5510.1. Only Secret and lesser classified material may be sent via mail as prescribed by the *Department of the Navy Official Mail Management Instruction*, OPNAVINST 5218.7. All classified material must remain under U.S. custody and control at all times.

Any of the means approved for the transmission of Top Secret material prescribed in chapter 8 of OPNAVINST 5510.1 may be used.

Registered mail is used for the transmission of all Secret material, NATO Confidential, and all other Confidential material mailed to an FPO/APO address.

Certified mail may be used for the transmission of Confidential (other than NATO) material addressed to contractor facilities cleared for access to classified information under the DOD Industrial Security Program or to any non-DOD agency of the executive branch.

Regular First-Class Mail or priority mail should be used for the transmission of Confidential (other than NATO Confidential) material addressed to DOD activities located anywhere in the United States and its territories.

## TURN-IN OF CLASSIFIED MATERIAL

Turn-in of classified material is handled according to the *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1. Personnel handling classified items for turn-in must be cleared to handle classified material up to the level of the material being turned in. Top Secret and Secret material is turned in under a continuous chain of receipts. Receipts for Confidential material may be required at the discretion of the transmitter. Receipts for hand-delivered material are obtained on the No. 1 copy of the DD Form 1348-1, which is returned to the activity and filed in the expenditure invoice file.

When classified material is mailed or shipped, the special packaging, addressing shipment, and receipt procedures contained in OPNAVINST 5510.1, chapter 8, must be followed. In such cases, the No. 5 or 6 copy of the DD Form 1348-1 is stamped or annotated with the phrase *Consignee sign and return this copy*. When the receipted copy is returned, it is filed (with the retained original) in the expenditure invoice file.

## PLANT ACCOUNT AND PROPERTY RECORDS

Most AKs will at some time in their Navy career become closely involved with record-keeping, inventory, custody, and turn-in of custody-type material. Ashore this material is called plant account and minor property. Afloat it is called controlled equipage.

### TERMS

The following terms are related to plant account, minor property, and controlled

equipage. You will use these terms daily if you deal in any way with plant account and property records.

*Custody.* This term relates to the physical possession of material and the assumption of responsibility against its improper usage and loss.

*Equipage.* This is a term used afloat that refers to those noninstalled and relatively durable items. Equipage items generally are identifiable to end use application and comprise the majority of items listed in the allowance equipage lists (AELs) and part III B of the Coordinated Shipboard Allowance List (COSAL).

DOD PROPERTY RECORD		1. <input type="checkbox"/> ACTIVE <input type="checkbox"/> INITIAL <input type="checkbox"/> IDE <input type="checkbox"/> CHANGE		2. ACQUISITION DATE		3. D / GOVERNMENT TAG NO.		Form Approved OAS No. 22-RC209	
SECTION I - INVENTORY RECORD									
4. COMMODITY CODE		5. STOCK NUMBER		6. ACQUISITION COST		7. TYPE CODE		8. YR OF AVG	
9. POWER CODE		10. STATUS CODE		11. SVC CODE		12. COMMAND CODE		13. ADM OFFICE CODE	
14. NAME OF MANUFACTURER				15. MFR'S CODE		16. MANUFACTURER'S MODEL NO.		17. MANUFACTURER'S SERIAL NO.	
18. LENGTH		19. WIDTH		20. HEIGHT		21. WEIGHT		22. CERTIFICATE OF NON-AVAILABILITY NUMBER	
23. REP NO.		24. AND		25. CONTRACT NUMBER					
26. DESCRIPTION AND CAPACITY									
CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input type="checkbox"/> NO									
SECTION II - ELECTRICAL CHARACTERISTICS									
QUANTITY		HORSEPOWER		VOLTS		PHASE		CYCLE	
AC		DC		SPEED		TYPE AND FRAME NUMBER			
28. PRESENT LOCATION									
29. DPEC CONTROL NO.									
30. FORSESSOR CODE									
SECTION III - INSPECTION RECORD									
31. CAN THIS BE STORED AND MAINTAINED ON SITE FOR AT LEAST 15 MONTHS? <input type="checkbox"/> YES <input type="checkbox"/> NO									
32. HAS THIS BEEN REBUILT OR REPAIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO									
33. HAS THIS BEEN MODIFIED FROM ORIGINAL CONFIGURATION? <input type="checkbox"/> YES <input type="checkbox"/> NO									
34. ARE MAINTENANCE RECORDS MAINTAINED IN WORKING ORDER? <input type="checkbox"/> YES <input type="checkbox"/> NO									
35. ARE SAFETY DEVICES ADEQUATE AND SATISFACTORY? <input type="checkbox"/> YES <input type="checkbox"/> NO									
36. ARE INSTALLATION INSTRUCTIONS AVAILABLE FOR TRANSPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO									
37. ARE OPERATING INSTRUCTIONS AVAILABLE FOR TRANSPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO									
38. HAS THIS BEEN LAST USED ON A FRESHING OPERATION? <input type="checkbox"/> YES <input type="checkbox"/> NO									
39. WERE ADJUSTMENTS OR CALIBRATION CORRECT DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO									
40. IS THIS SERVICEABLE WITHOUT DAMAGE TO COMPONENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO									
41. IS ITEM IN OPERABLE CONDITION? <input type="checkbox"/> YES <input type="checkbox"/> NO									
SECTION IV - REMARKS									
42. MUST THIS BE REPAIRED-REPLACEMENTS REQUIRED TO REPAIR AND FUNCTION? <input type="checkbox"/> YES <input type="checkbox"/> NO									
43. DO QC RECORDS INDICATE SATISFACTORY PERFORMANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO									
44. ARE MAINTENANCE RECORDS MAINTAINED IN WORKING ORDER? <input type="checkbox"/> YES <input type="checkbox"/> NO									
45. ARE SAFETY DEVICES ADEQUATE AND SATISFACTORY? <input type="checkbox"/> YES <input type="checkbox"/> NO									
46. ARE HYDRAULIC PUMPS, VALVES, AND FITTINGS OPERATING PROPERLY? <input type="checkbox"/> YES <input type="checkbox"/> NO									
47. ARE ELECTRIC SYSTEMS AND CONTROLS OPERATING PROPERLY? <input type="checkbox"/> YES <input type="checkbox"/> NO									
48. HOW MANY HOURS HAS THIS BEEN USED BY CURRENT POSSESSOR? <input type="checkbox"/> YES <input type="checkbox"/> NO									
49. EXPLAIN UNDER REPAIRS LAST USE OF EQUIPMENT DESCRIBED IN THIS RECORD									
50. ESTIMATED COST FOR PACKING, CRATING, HANDLING									
51. INDICATE DATE WHEN THIS WILL BE AVAILABLE FOR REDISTRIBUTION									
52. CONDITION CODE									
53. OPERATING TEST CODE									
SECTION V - DISPOSITION RECORD									
54. CONSIGNEE (NAME AND ADDRESS, INCLUDING ZIP CODE)									
55. TYPE OF DISPOSITION									
<input type="checkbox"/> DONATION <input type="checkbox"/> DESTRUCTION									
<input type="checkbox"/> SALE <input type="checkbox"/> ABANDONMENT									
56. DATE OF DISPOSITION AND PROCEEDS IF SOLD									
SECTION VI - VALIDATION RECORD									
57. VALIDATION (TYPED NAME(S) AND SIGNATURE(S))									

DD FORM 1342

1 MAY 76

1 AUG 77 MAY 76

EDITION OF 1 AUG 77 MAY BE USED

UNLESS EXHAUSTED

PAGE 1 OF 2 PAGES

Figure 1-6. DOD Property Record, DD Form 1342.



the original and one copy for each item of controlled equipment in the custody of each department head.

Department heads, at their discretion, may prepare additional duplicate custody records for any signature required item such as binoculars, watches, and so on, when it is desired to assign custodial responsibility for the same item to more than one individual.

## **MAINTENANCE OF NAVSUP FORM 306**

The originals of the NAVSUP Form 306 are maintained in a space designated as most convenient by the supply officer and, when not in use, must be kept in a locked file. Entries relative to receipts, expenditures, and inventories are posted to NAVSUP Form 306 according to *Afloat Supply Procedures*, NAVSUP P-485, paragraph 6092. When a new NAVSUP Form 306 is required, the information from the old card is duplicated and after the balance is brought forward to the new NAVSUP 306, the old NAVSUP Form 306 must be kept for 36 months from the date of the last inventory entry appearing in the inventory record section.

When items are designated as controlled equipment by the commanding officer or TYCOM according to NAVSUP P485, paragraph 6091-3, the notation *CO designated item* or *TYCOM designated item*, as appropriate, must be entered in the top or bottom margin of the NAVSUP Form 306.

## **PHYSICAL INVENTORY OF CONTROLLED EQUIPAGE**

All controlled equipment items must be inventoried annually during the period 15 February through 15 March. Other inventories, which must be completed within 30 days after the commencement date, are listed as follows:

1. On commissioning, inactivation, or reactivation of the ship
2. On relief of a head of department, for those items in the custody of the department concerned
3. On change of command, at the discretion of the relieving commanding officer

When a shipwide inventory of all controlled equipment has been taken during the 6-month period preceding 15 February, the annual

inventory requirement for the current year is considered satisfied.

## **PUBLICATIONS**

Normally, the technical library for the supply department is established within the supply support center (SSC). As the AK assigned management responsibility for the technical research unit, you must determine the technical manuals and publications required to support the organization and maintain receipt and distribution control. You must also be responsible for making sure changes and revisions are incorporated to keep the publications current and up to date. Once established, the majority of the manuals and publications are placed on automatic distribution to your activity.

There are many general use manuals, publications, and directives that are used by aviation supply personnel to determine standard supply operating procedures and to obtain management data relative to material identification, material requisitioning, and processing of repairable components. The manuals and publications that should be maintained in a technical library are covered in the following paragraphs.

## **NAVY COMPTROLLER MANUAL**

The *Navy Comptroller (NAVCOMPT) Manual* provides policy, regulation, and procedures within the area of primary support responsibility and technical guidance of the Comptroller of the Navy. There are 10 volumes of the *NAVCOMPT Manual*. Volumes 2 and 3 are of primary concern for the technical library.

*Accounting Classification*, volume 2. This volume is a reference book that contains the classification necessary to report the receipt and expenditures of public funds in each of the three phases of the Navy accounting system. It also includes appropriation, cost, and property accounting.

*Unit Identification Codes*, volume 2, chapter 5. This chapter includes unit identification codes (UICs) for all activities, ships, aviation units, and other organizational components of the Navy. This chapter is issued as a separate volume.

*Appropriation, Cost, and Property Accounting*, volume 3. This volume prescribes accounting procedures in connection with appropriation, cost, and property accounting for field activities. As a manual of the Navy accounting system, this

volume establishes methods used by supply and fiscal officers ashore to report the receipt and expenditure of public funds and property.

## **DEPARTMENT OF THE NAVY STAFF OFFICES (NAVSO) MANUALS**

The *Financial Management of Resources Fund Administration (Operating Forces)* NAVSO P-3013-1, the *Financial Management of Resources Operating Procedures (Operating Forces)*, NAVSO P-3013-2, and the *Financial Management of Resources Operations and Maintenance (Shore Activities)*, NAVSO P-3004, contain information related to the procedures for maintaining operating targets (OPTARs) and define the terms used in the resources management system pertaining to activities, ships, and squadrons.

## **NAVAL SUPPLY SYSTEMS COMMAND PUBLICATIONS**

The various Naval Supply Systems Command (NAVSUP) publications required in the technical library are covered in the following paragraphs,

### **Introduction to Federal Supply Catalog and Related Publications**

The *Introduction to Federal Supply Catalog and Related Publications*, NAVSUP P-4000, is a consolidated text that contains guidelines for the use of various federal catalog system and NAVSUP publications. It contains instructions that issue information relative to items within the Navy supply system and also indicates the interrelationship of the various publications. All related publications are described in detail in individual chapters of this publication. It contains descriptions of the format and contents of the Management List-Navy (ML-N), the Consolidated Master Cross-Reference List (C-MCRL), the Master Repairable Item List (MRIL), the Hazardous Material Information System (HMIS), the List of Items Requiring Special Handling (LIRSH), the Afloat Shopping Guide (ASG), the Identification Lists (ILs), and the Navy Item Control Number/National Item Identification Number (NICN/NIIN) cross-reference.

### **Management List-Navy**

The Management List-Navy (ML-N) contains selected management data for all Navy-managed and Navy interest retail items and provides a

historical record of stock number deletions and supersedure. Items excluded from this publication are subsistence items; cryptographic/cryptologic, defense nuclear, and special weapons items that are listed in security classified catalogs; and publications and forms. This publication contains basic management data for each national stock number (NSN) such as inventory manager identification, item nomenclature, security classification, shelf-life code, material control code, and deleted or superseded information. The ML-N is published by the Defense Logistics Service Center (DLSC) on microfiche, listed in NIIN sequence, and complete revisions are redistributed to applicable activities quarterly. The distribution is controlled by the Navy Fleet Material Support Office (FMSO).

### **Consolidated Master Cross-Reference List**

To assist in identifying NSN items of supply in the Federal Supply Catalog System, the Consolidated Master Cross-Reference List (C-MCRL) provides cross-reference information in three parts. Part I provides cross-reference from reference numbers and applicable commercial and government entity (CAGE) codes to NSNs. Part II provides cross-reference from NSNs to reference numbers and applicable CAGES. Part III, listed in CAGE sequence, provides a cross-reference from CAGES and reference numbers to NSNs. The C-MCRL is a consolidated publication that includes items of supply that are used by all services. Many NSNs identified in the C-MCRL are not listed in the ML-N. The C-MCRL provides management data such as reference number (part number), CAGE code, applicable NSN data, description (if available), and nomenclature. This publication is published on microfiche by the DLSC. The distribution is controlled by the FMSO and is issued semi-annually.

### **Master Repairable Item List**

The Master Repairable Item List (MRIL), NAVSUP P-4107, is a catalog of selected Navy-managed items that, when unserviceable and not locally repairable, are required to be turned into a collection point or to a designated overhaul point (DOP) for repair and return to system stock. The primary purpose of the MRIL is to provide to fleet activities the data required for disposition of not ready for issue (NRFI) repairable, including repair level data, shipping data, or when

applicable, local disposal direction, and other selected management data. The MRIL must be used in conjunction with the *Supply Afloat Packaging Procedures*, NAVSUP P-484, and *Afloat Supply Procedures*, NAVSUP P-485, for all afloat activities and MILSTRIP/MILSTRAP, NAVSUP P-437, and the *Material Turned In To Store (MTIS) Manual*, NAVSUPINST 4440.157, for ashore activities. The MRIL is published on microfiche by the FMSO and distributed monthly to all ships and shore activities that use or process repairable. Each edition supersedes the previous edition and the old microfiche should be discarded except for the introduction which is published and distributed quarterly. The MRIL is divided into two parts. Part I contains NSNs and NICNs of repairable items and aircraft engine type/model/series identifiers. It also contains information required to make repair or turn-in determinations on repairable and aircraft engines. NSNs and NICNs listed in this part are in NIIN sequence. Part II contains addresses of DOPs including contractors and other indicated destinations for all items listed in part I. Addresses are listed in shipping code sequence. Items that are either in long supply or are authorized to remain in place are indicated, and the NIIN of specially designated reusable shipping containers for returning the repairable component is identified.

### **Hazardous Material Information System**

The Hazardous Material Information System (HMIS) provides information to assist users in managing hazardous materials so that the risk involved in the performance of various jobs is minimized. The HMIS provides a wide range of data related to safety, health, packaging, labeling, transportation, and disposal of hazardous material. It also provides stowage and handling safety precautions. The HMIS is in microfiche format and is issued quarterly by NAVSUPSYS-COM.

### **List of Items Requiring Special Handling**

The List of Items Requiring Special Handling (LIRSH), NAVSUP P-4105, is published to identify items that require special handling. The LIRSH is a reference publication used in conjunction with other publications, such as the MRIL and/or HMIS. Categories of items listed include repairable items, shelf-life items (deteriorative in nature), physical security code items (for special

handling), and hazardous items. The LIRSH is published quarterly to coincide with the ML-N. Interim updating of elements such as NSN, repairable, security, shelf-life, and shelf-life action code data is provided via change notice cards/tapes to all applicable activities. Distribution of the LIRSH is controlled by the FMSO.

### **Afloat Shopping Guide**

The Afloat Shopping Guide (ASG), NAVSUP P-4400, is designed to assist fleet and all Navy supply support personnel in identifying the NSN items that are most frequently requested by ships. It includes a detailed description of each item, a specific code to designate items carried by combat logistics force (CLF) ships, and when applicable, stock numbers of substitute items. The ASGs also include specifications, illustrations, or diagrams of several types of materials. The ASGs contain six sections as follows:

Section	Federal Supply Group/ Federal Supply Class (FSG/FSC)
1	2040 to 4930
2	5110 to 5680
3	5905 to 5990
4	6135 to 7360
5	7510 to 8470
6	9150 to 9920

To obtain management data for those NSNs listed, the ML-N should be consulted for current information on unit of issue, unit price, and other pertinent supply management data required to requisition the item. This publication is updated as required. The ASG is distributed to all ships and Navy activities providing supply support within the Navy supply system.

### **Identification Lists**

The Identification Lists (ILs) are developed and published by the DLSC to provide descriptive and illustrative data to identify or select items of supply used by all services. Therefore, various NSNs identified in the ILs are not listed in the ML-N. The ILs are updated either quarterly or semiannually, depending on the size of each. The ILs are distributed only to shore activities, load-carrying ships, and aircraft carriers.

## **Navy Item Control Number to National Item Identification Number File**

The Navy Item Control Number (NICN) to National Item Identification Number (NIIN) file is designed as a cross-reference to assist in the identification of those NICNs that have assigned NSNs. This publication is distributed on microfiche only and sequenced by the last nine digits of the NICN. The NICNs are not included in the Navy management data file (NMDF) nor are they published by the DLSC in the ML-N. However, a separate history file containing the NICN to NIIN cross-reference is maintained at the FMSO.

## **Navy Stock List of Publications and Forms**

The *Navy Stock List of Publications and Forms*, NAVSUP P-2002, is published by the Naval Publications and Forms Center, Philadelphia, Pennsylvania. This publication contains requisitioning procedures and sources of supply to assist in the determination of how and where cognizance symbol I material may be obtained.

## **Storage and Materials-Handling Manual**

The *Storage and Materials-Handling Manual*, NAVSUP P-284, establishes uniform methods and standards for storage and materials-handling applicable to the military services. It consolidates technical and detailed information available to the military services on the subject of storage and materials-handling operations involved in the receipt, storage, issue, and care of supplies except for preservation, packaging, and packing. The *Navy Supplement*, NAVSUP P-284-1, expands on certain of the above subjects and prescribes specific policy or procedures not eligible for joint publication affecting other services.

## **MILSTRIP/MILSTRAP Desk Guide**

The *MILSTRIP/MILSTRAP Desk Guide*, NAVSUP P-409, serves as a handy reference for personnel responsible for originating and processing MILSTRIP and MILSTRAP documents. This desk top booklet contains those common definitions, coding structures, and abbreviated code definitions used on a day-to-day basis. Blank space is provided for entering commonly used routing identifier, fund, project, and locally assigned codes.

## **MILSTRIP and MILSTRAP**

The *Military Standard Requisitioning and Issue Procedures* (MILSTRIP) and the *Military Standard Transaction Reporting and Accounting Procedures* (MILSTRAP), NAVSUP P-437, publication establishes policy and procedures relative to MILSTRIP and MILSTRAP. The provisions of this publication take precedence over conflicting provisions contained in other supply system manuals or directives. It consists of 11 chapters and several appendixes and exhibits. This publication covers MILSTRIP and MILSTRAP relative to supply system management, requisitioning ashore, inventory control, financial matters, and material movement. It serves as a ready reference for personnel involved in preparation/processing of MILSTRIP documents.

## **Supply Afloat Packaging Procedures**

The *Supply Afloat Packaging Procedures*, NAVSUP P-484, provides a simple do-it-yourself guide to assist naval supply activities both ashore and afloat that have limited packaging facilities in the accomplishment of basic packaging techniques that will adequately protect the transfer of material and retrograde shipments of repairable items.

## **Afloat Supply Procedures**

The *Afloat Supply Procedures*, NAVSUP P-485, establishes policies for the operation and management of afloat supply departments and activities operating under afloat procedures. It is designed to assist supply personnel in the proper performance of their assigned duties and to aid them in understanding and performing their individual tasks associated with afloat supply operations. Although this publication is designed primarily for nonautomated ships (ships that use manual supply procedures), much of the information and policy it contains is applicable to all afloat supply departments including those that are automated. The procedures contained in this publication are minimum procedures that are essential to acceptable supply management and are mandatory unless specifically stated as being optional. It encompasses the procedures as outlined in the NAVSUP P-437 as they apply to afloat situations.

## **Navy Supply Acquisition Regulation Supplement**

The *Navy Supply Acquisition Regulation Supplement* (SUPARS), NAVSUP P-560, implements and supplements the *Navy Acquisition Regulation Supplement* (NARSUP), the *Department of Defense Federal Acquisition Regulation Supplement* (DFARS), and the *Federal Acquisition Regulation* (FAR). This publication establishes uniform policies and procedures for the acquisition of supplies and services by the Navy field contracting system including fleet units receiving contracting authority and policy direction from Commander, NAVSUPSYSCOM. You should use this publication as a guide when procuring material for local purchase, blanket purchase agreement (BPA), imprest fund, or purchase orders.

## **Automated SNAP I Supply Procedures**

The *Automated SNAP I Supply Procedures* (ASSP), NAVSUP P-567, provides detailed procedures for the operation of Shipboard Uniform Automated Data Processing System-Real Time (SUADPS-RT) for logistics management, inventory management, and financial management. It is mandatory for all aircraft carriers and amphibious assault ships using SUADPS SNAP I procedures.

## **General Services Administration Federal Supply Catalog**

The *General Services Administration (GSA) Federal Supply Catalog* lists approximately 20,000 line items that are stocked in GSA supply distribution facilities. The items listed in this catalog are assigned cognizance 9Q. The *GSA Supply Catalog* serves as the major merchandising instrument of the federal supply service (FSS) stock program and consists of a guide and four commodity catalogs as follows:

1. The *GSA Supply Catalog Guide* contains consolidated alphabetical and NSN indexes to all stock items listed in the four commodity catalogs and other items available through the FSS program. It provides detailed information concerning the program and requisitioning procedures.

2. The *GSA Supply Catalog (Tools)* contains listings of common and special use tools. It includes alphabetical and numerical indexes and a price list.

3. The *GSA Supply Catalog (Office Products)* lists a wide variety of items for office use, including paper supplies, standard and optional forms, and many items of equipment. It includes alphabetical and numerical indexes and a price list.

4. The *GSA Supply Catalog (Industrial Products)* contains descriptive listings of a broad range of items such as hardware, paints, adhesives, chemicals, machinery, building materials, and cleaning equipment and supplies. It includes alphabetical and numerical indexes and a price list.

5. The *GSA Supply Catalog (Furniture)* provides a single source of information for all furniture items presently stocked by the FSS.

Activities desiring these catalogs on a continuing basis should submit an FSS Publication Mailing List Application, GSA Form 457. Before processing requisitions for submission to GSA, you should refer to the ILs or ML-N for supply management data.

## **AVIATION SUPPLY OFFICE PUBLICATIONS AND DIRECTIVES**

Aviation Supply Office (ASO) publications that you should become familiar with include C sections, P sections, equipment lists, and miscellaneous ASO publications and directives. Some of the most frequently used ASO publications and directives required in the technical library are covered in the following paragraphs.

### **Cross-Reference and Parts Listings (C and P Sections)**

The C and P sections usually used in the technical library for cross-reference data are as follows:

Section Index, C0001. The Section Index, C0001, lists the titles for all ASO publications, gives brief descriptions of the contents of each section, and provides the stock numbers and latest issuance date for each section.

ASO Publication, CN-01. The Consolidated Notes for Selected Microfiche Publications of the ASO Publications, CN-01, contains descriptions of the format and contents of Sections P2300, P2310, P2330, CRIPL-01, NAC-10, ICRL-A, ICRL-C, and Sections C0018 and C0030.



Section C0018. The Repairable Assemblies Model Code Table of Navy Aviation Materials, C0018, lists the various model codes and their respective NSNs that are shown in the ASO P2300 and P2310 sections.

Section C0030. The Packaging Data for ASO and NAVAIR Repairable, C0030, is used to assist field personnel in the proper techniques to prevent damage to RFI and retrograde materials.

List of Repairable Assemblies of Navy Aviation Materials, P2300. This section is in microfiche format and is published in two parts. Part 1, which is listed in NIIN sequence, is designed to serve as a master reference list for identifying and requisitioning repairable assemblies under COG 7R and 2V. Part 2 lists aircraft engines.

List of Supporting Repair Parts of Navy Aviation Materials, P2310. This section is in microfiche format and printed in NIIN sequence and serves as a master reference list for identifying and requisitioning all parts of replacement significance required to support repairable assemblies listed in section P2300.

Listings of Recoverability Items (SM&R Code Changes), P2320. This microfiche section contains a cumulative listing of items of which the source, maintenance, and recoverability (SM&R) codes have been changed and also items that affect funding requirements. It is an advance notice of approved changes not yet reflected in sections P2300 and P2310.

Family Group Code Cross-Reference, P2330. This microfiche section is used to identify the head of family and cross-reference the family group code to specific NSNs within the family.

### **Cataloging Handbook**

The Cataloging Handbook, H4/H8, is a microfiche publication that contains the name, address, and CAGE code for each company that produces items used by the federal government. The CAGE is used in conjunction with a part number, an item number, a symbol, or a trade name to identify the specific manufacturer of an item.

### **Individual Component Repair List**

The Individual Component Repair List (ICRL) is an overall statement of intermediate

maintenance activity (IMA) component repair capability at aviation activities. Repair capability data is provided to the ASO by IMAs, based on items processed, past experience, and SM&R codes. The ICRL identifies fixed allowance items capable of local repair, targeted for future repair, or for which future repair is not planned. Master ICRL data is published by the ASO and distributed quarterly to all participating IMAs. Detailed explanation of policy, procedures, and format of the ICRL is outlined in NAVAIR-INST 4790.18.

### **Consolidated Remain-In-Place List**

The Consolidated Remain-In-Place List (CRIPL) is a microfiche publication identifying those intermediate level (I-level) and depot level (D-level) repairable that are authorized to remain in an aircraft until a serviceable item is received from supply. The CRIPL consists of three parts: NIIN sequence listing, part number to NIIN listing, and a discrete listing for each type/model aircraft in NIIN sequence. The CRIPL is published on microfiche by the ASO. It is based on inputs from carriers, marine air groups (MAGs), TYCOMs, and it is screened by NAVAIR. Procedures for establishing, maintaining, and modifying items listed in the CRIPL are contained in OPNAVINST 4440.25.

### **ASO Publication Navy Activity Control**

The ASO Publication Navy Activity Control (NAC-10) is a comprehensive index of all NAC numbers reported. It is arranged by manufacturer's part number and includes information such as description, NAC number, quantity reported, and NSN, if available. When an item is identified to an NSN by the ASO, the NSN is listed and the item is not listed in future publications of the NAC-10. The NAC-10 publication is furnished to all aviation supply activities for information and may be used in conjunction with other cross-references. When an activity has an immediate need for an item listed in the NAC-10, the activity may submit a requisition to the activity reporting a quantity on hand.

### **NAVAIR PUBLICATIONS AND DIRECTIVES**

Publications dealing primarily with the operation and maintenance of aircraft and related equipment within the Department of the Navy are

issued by or under the direction of NAVAIR. NAVAIR publications that are important to the supply technical library are briefly described in the following paragraphs.

### **Naval Aeronautical Publications Index**

The Naval Aeronautical Publications Index (NAPI) is issued in the following parts:

1. Equipment Applicability List, NA 00-500A
2. Avionics Change Cross-Reference, NA 00-500AV
3. Aircraft Application List, NA 00-500B
4. Directives Application List, NA 00-500C
5. Microfilm Cartridge Cross-Reference, NA 00-500M
6. Publications Distribution Index, NA 00-500P
7. Support Equipment Cross-Reference, NA 00-500SE
8. Airborne Weapons/Stores, Conventional/Nuclear, Check Lists/Stores Reliability Cards/Manual, NA 01-700
9. Navy Stock List of Publications and Forms, NAVSUP P-2002

Allowance requirements registers (ARRs), allowance lists (ALs), and tables of basic allowances (TBAs) are approved by NAVAIR and published by ASO. Refer to table 1-1 for a list of common ARR, ALs, and TBAs.

### **Allowance Requirements Registers**

The allowance requirements registers (ARRs) list material and equipment for the purpose indicated in the register. Material listed in the ARR is normally retained in supply department stocks until required for use. The various ARR are used as guides in establishing an Aviation Consolidated Allowance List (AVCAL) for ships, air stations, and MAGs. The AVCAL is a list of all items authorized to be carried in stock by these activities for support of aircraft and missiles.

### **Allowance Lists**

The allowance lists (ALs) contain material and equipment for the purposes indicated in each list. The ALs are used as guides in establishing the Individual Material Readiness Lists (IMRLs). The contents of ALs include the equipment and material (both consumable and repairable) necessary to outfit and maintain units of the

aeronautical organization. The ALs also identify items used with sufficient frequency to justify their issuance to all activities maintaining aircraft or equipment for which the lists are designed, and information concerning NSN, nomenclature, interchangeability, and superseded NSNs. The ALs provide detailed instructions for the application and use of each publication, as well as a table of logistic data showing the total weight and cube of all material contained in the list.

### **Tables of Basic Allowances**

The tables of basic allowances (TBAs) are listings of equipment and material required for performance of specific missions. They contain both shop equipment and common supporting spare parts and include allowances of tools and material required for the use of such activities as fleet marine force (FMF) squadrons, guided missile activities, and drone-type activities.

### **TECHNICAL MANUALS**

Technical manuals normally contain a listing of parts and drawings of the parts for identification purposes. The parts lists normally identify the manufacturer, manufacturer's part number, and NSN (if one is assigned).

### **Illustrated Parts Breakdown**

An illustrated parts breakdown (IPB), also known as an illustrated maintenance parts list or illustrated parts catalog, is prepared by the manufacturer for each model aircraft, engine accessory, electronic equipment, or support equipment (SE). It is printed and issued by the authority of NAVAIR. The IPB is designed to allow supply and maintenance personnel to identify and requisition replacement parts for aircraft or equipment. All procurable assemblies with detailed parts are illustrated and listed in such a manner as to make possible quick identification of assemblies and their component parts. The items are arranged continuously in assembly breakdown order with the illustrations placed as near as possible to their appropriate listing.

### **Technical Directives**

Supply personnel will often be required to prepare or process requisitions for component parts required for incorporation of technical directives (TDs). Therefore, it is necessary to

**Table 1-1.—List of Common ARR, ALs, and TBAs**

Section	NAVAIR Pub. No.	Contents
A (ARR)	00-35QA-1	General aeronautical and NSA material common to various types of aircraft
B (ARR)	00-35QB series	Repair parts (airframes, engines, accessories) peculiar to specific types of aircraft
BR (ARR)	00-35QBR series	Repair parts (airframes, engines, accessories, electronics) peculiar to specific target aircraft or drone helicopters
D (ARR)	00-35QD series	Repair parts and special tools for maintenance support of catapults on CVs
E (ARR)	00-35QE series	Repair parts and special tools for maintenance support of arresting and barrier gear on aircraft carriers
F (ARR, AL)	00-35QF series	Aircraft launching accessories and visual landing aids
G (AL)	00-35QG-016 series	General support equipments and handtools required for O- and I-levels of aircraft maintenance
H (AL)	00-35QH series	Flight operational material such as flight clothing, parachutes, oxygen masks, inflatable life rafts and life jackets, compasses, etc
J (AL)	00-35QJ-1	Aircraft model spotting templates for use of Air Department personnel on CVs, LPHs, LHAs, and LPDs in simulating deck spotting of aircraft for aircraft operations
L (AL)	00-35QL-22/23 series	Meteorological equipment, material, publications, and forms required by certain activities
L (ARR)	00-35QL-40/50/60 series	Repair parts and subassemblies required for maintenance of meteorological electronic equipment
N (ARR)	00-35QN series	Repair parts peculiar to specific models of turbojet and turboshaft aircraft engines
P (AL)	00-35QP-1 through 11 series	Photographic equipments and materials required by certain activities
P (ARR)	00-35QP-20 series	Repair parts for the photographic components of the Integrated Operational Intelligence Center (IOIC), and for certain mobile photographic laboratories
P (ARR)	00-35QP-30 series	Repair parts for airborne photographic systems
R (ARR)	00-35QR-4	General electronic materials required for maintenance of various avionics equipments and systems
R (ARR)	00-35QR-6	Aeronautical electronic accessories common to designated aircraft classes
R (ARR)	00-35QR series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aeronautical electronic equipments
X (ARR)	00-35QX series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aircraft armament, fire control, instrument, or electrical systems
Z (ARR)	00-35QZ series	Repair parts for portable electric powerplants, precision measuring equipment, and ground support equipment (GSE)
(TBA)	00-35T series	Equipment and maintenance materials required to support the mission(s) of a specified aviation squadron or units

understand the different types, titles, categories, arrangement, and locations of applicable supply data included in them. A TD may direct that component parts or material be added, removed, changed, altered, relocated, or repositioned. NAVAIR has management responsibility for the configuration management program. This program was established to control and track modifications to aeronautical equipment using the TD system. Specific information concerning the TD program is in NAVAIRINST 5218.8. Additional information concerning TD compliance at the O-, and I-, and D-levels, documentation procedures, and reporting requirements may be found in volumes II, III, and IV of Naval Aviation Maintenance Program (NAMP), OPNAVINST 4790.2.

There are two types of TDs, formal and informal, which are distinguished by their method of dissemination. They are normally distributed as technical notes/orders, bulletins, or changes. There are three action categories of TDs: immediate, urgent, and routine. These categories are important to the AK because they determine the priority on which the TD kits/parts may be requisitioned. These categories are as follows:

**Immediate.** This category is assigned to TDs when an uncorrected safety condition exists that could result in a fatal or serious injury to personnel, destruction to valuable property, or extensive damage. Compliance must be accomplished before returning aircraft or equipment to service. Kits/parts required in this category should be requisitioned using supply issue group I.

**Urgent.** This category is assigned to TDs when a potentially hazardous condition exists that, if uncorrected, could result in injury to personnel, damage to valuable property, or unacceptable reduction in operational efficiency. Although this category does not remove aircraft/equipment from service, it does have a date or specific time frame (for example, next phase inspection) assigned by which the TD must be accomplished. Kits/parts in this category should be ordered using supply issue group I or II, depending on the date assigned for completion.

**Routine.** This category is assigned to TDs when there are reliability, capability, or maintainability deficiencies that, if uncorrected, could become a hazard through prolonged use or have an adverse effect on the life or use of the affected

equipment. This category does not have specific compliance dates assigned. Kits/parts in this category should be requisitioned using supply issue group III.

## **INSTRUCTIONS AND NOTICES**

Various instructions and notices issued by DOD, OPNAV, SECNAV, NAVSUP, and ASO are covered in the following paragraphs.

### **Naval Aviation Maintenance Program**

The Naval Aviation Maintenance Program (NAMP), OPNAVINST 4790.2, is sponsored and directed by the CNO and addresses CNO concepts, objectives, policies, programs, organizations, and responsibilities as they apply to aviation maintenance for each level of command. Each level is discussed in detail within each volume as follows:

- Volume I. Concepts, Objectives, Policies, Organizations, and Representatives
- Volume II. Organizational Level Maintenance
- Volume III. Intermediate Level Maintenance
- Volume IV. Depot Level Maintenance
- Volume V. Data Processing Requirements

OPNAVINST 4790.2 is the basic instruction that outlines duties and responsibilities of a supervisor working in material control divisions of a squadron or an aircraft intermediate maintenance department (AIMD) or involved in SSC operations.

### **Uniform Material Movement and Issue Priority System**

The Uniform Material Movement and Issue Priority System (UMMIPS), OPNAVINST 4614.1, contains information concerning force activity designators (FADs), issue policy designators, requisition processing, delivery dating, mission essential material, abuses and policing of the priority system, and expedited handling of critically needed items.

### **Fleet Use of MILSTRIP**

The Fleet Use of MILSTRIP, NAVSUPINST 4235.3, is designed to be used for indoctrination

and training of fleet personnel in MILSTRIP. It contains illustrations and explanations that make it a valuable training aid as well as a handy reference.

### **Navy Correspondence Manual**

The Navy *Correspondence Manual*, SECNAVINST 5216.5, as mentioned previously in this chapter, is the official guide for the preparation of naval correspondence.

### **Standard Subject Identification Codes**

The Standard Subject Identification Codes (SSIC), SECNAVINST 5210.11, provides standard subject identification coding for classifying correspondence, numbering instructions and notices, and assigning report symbols.

## **MAINTENANCE OF PUBLICATIONS AND INSTRUCTIONS**

The technical publications and instructions maintained by a technical library are only as good as the most current up-to-date issue. Your responsibility does not end after you make sure all publications you require are available. They must be kept current. The publications that you receive by automatic distribution will also be updated by automatic distribution of changes. Those

publications that you obtain for one-time use only must be reviewed periodically to determine the effective dates. Technical manuals and publications are updated by two methods, changes and revisions.

### **Change**

A change to a manual or publication consists of a set of replacement change pages for the area of the manual affected by the change action. This approach provides both an economical and expedient method of issuing new or corrected material to the user. Upon issue, it is necessary for the recipient to remove the superseded pages and insert new material. This action is required for paper manuals only. When a change to a microfiche is required, the microfiche is usually reissued in its entirety.

### **Revision**

Unlike a change, a revision constitutes a complete reissue or a replacement of a manual with all change information incorporated. Issue of a revision normally takes place when 60 percent or more of the document is affected by a single change or accumulated changes, or in the event manual use would be impaired because of change complexity.

